

OPERATIONS SUPERINTENDENT (WATER RECLAMATION FACILITY)

FLSA Status – Exempt

EEO Code – B/Professionals

Class Code – M271

GENERAL DESCRIPTION OF THE DUTIES

This position plans, prioritizes and supervises the operations, maintenance and utilities functions of the City's Water Reclamation Facility (Class IV), and pumping stations to comply with State and federal regulations while meeting the specific effluent standards established by the Facility's NPDES permit.

SUPERVISION RECEIVED

This position receives general supervision and direction from the Water Reclamation Facility Operations Manager.

SUPERVISION EXERCISED

This position provides direct supervision to staff, including planning, assigning and reviewing the work of subordinates, effectively recommending hiring and other personnel actions, evaluating individual and team performance, taking disciplinary action, and resolving conflicts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises personnel involved in the operation, maintenance and utilities functions of the Water Reclamation Facility and related system, and implements safety programs.
2. Prepares preliminary budget recommendations and administers budgets for area of responsibility; authorizes purchases and procurements for equipment and maintenance.
3. Manages the facility control system (Supervisory Control and Data Acquisition (SCADA) development and configuration), computerized maintenance management system (MP2), and computer NT network administration at the Water Reclamation Facility.
4. Prepares various reports on operations and maintenance activities; maintains documentation, and develops procedures.
5. Manages data, provides analyses, trending and performance monitoring; and responsible for process control.
6. Manages biosolids program, including landowner site coordination.

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7. Supervises groundskeeping, building maintenance, and HVAC.
8. Supervises and approves pump station design, operation, and maintenance.
9. Manages property for the Water Reclamation Facility.
10. Performs work in accordance with federal and state employment laws, and City policies and procedures.

OTHER JOB FUNCTIONS

Performs operations and maintenance activities during emergencies or as backup when workload or staffing levels dictate.

Provides presentations and reports to Council, management, and provides tours.

Maintains professional currency by attending training, conferences and meetings.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge:

- Advanced knowledge of the principles, methods, materials, tools and equipment used in a Class IV treatment plant.
- Knowledge of advanced process control, biological and chemical nutrient principles, data analysis, and performance monitoring.
- Knowledge of biosolids program management.
- Knowledge of government budgeting, bid development, purchasing and procurement.

Skills:

- Skill in supervisory leadership.
- Skill in managing a computerized maintenance management system.
- Skill in using SCADA (Wonderware), including programming and configuration.
- Skill in designing pump stations, and troubleshooting station problems and maintenance.
- Skill in preparing and presenting staff and compliance reports.
- Skill in program and procedure development.

Abilities:

- Ability to communicate effectively with others
- Ability to establish and maintain cooperative working relationships with others.

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- Ability to resolve conflicts.
- Apply a variety of federal, state and local regulations.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be an Associates degree or equivalent specializing in wastewater treatment (with courses in microbiology, chemistry, and math) and five years of increasingly responsible experience in a modern wastewater treatment facility, including supervisory experience.

SPECIAL REQUIREMENTS

Class IV Oregon Wastewater Operation Certification and valid Class C Oregon driver's license is required.

PHYSICAL REQUIREMENTS

While performing the duties of this position, an employee is required to stand, walk, talk, and sit. Lifting and carrying up to 10 pounds is required. Duties involve decision making, interpersonal skills, teamwork, creativity, mentoring, reading/speaking/writing English, training and supervision, problem analysis, use of discretion, basic math, basic programming, and independent judgment. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated.

WORKING CONDITIONS

Unusual working conditions include a dirty environment, driving a vehicle, electrical hazards, being responsible for the safety of others, on-call status, and extensive CRT work.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 04/00

Revised: 05/01